

WORD PROCESSING

A high level of word processing skill is a necessity for employees in productive offices. This event recognizes PBL members who demonstrate that they have acquired word processing proficiency beyond the entry level.

COMPETENCIES

Participants should be well prepared in the production of all types of business forms which may include letters, memorandums, tables, reports, statistical reports, and materials from rough draft and unarranged copy.

Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading. The Format Guide located on pages V-App.1-V-App.14 of the Chapter Management Handbook will be used for formatting word processing documents. Results will be based on accuracy of printed copy.

In addition, participants will be tested on their understanding and mastery of basic computer concepts; document formatting rules, grammar, punctuation, spelling and proofreading, and related word processing applications.

ELIGIBILITY

Each chapter may enter two (2) participants who are members of an active local chapter and are on record as having paid dues by **March 1** of the current school year.

Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program.

REGULATIONS

1. An entry form must be mailed to the state office postmarked no later than the designated deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. Participants failing to report on time for the event may be **DISQUALIFIED**.
5. Participants must adhere to the dress code established by the Board of Directors or they will not be permitted to participate in the competitive event.

PROCEDURES

↳ One (1) hour will be allowed for the skills test at the school-testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order. A local PBL adviser or assistant may not be the administrator of the skill event.

↳ Voice recognition software may be used when appropriate. The local chapter must provide the software.

↳ Advisers may accompany participants to the testing site and may assist in equipment set up. Advisers must leave the site prior to testing. Students must be monitored during the entire skill test session by the designated administrator.

↳ Results will be based on the Format Guide. Material that could be considered mailable with slight or serious corrections will receive reduced credit. Unmailable copy will not be considered in scoring.

↳ Participants must recognize the necessity for accurate proofreading.

↳ Word division manuals and dictionaries may be used as reference materials. The Format Guide is allowed as a reference at the test site.

↳ A one-hour (1) written objective test will be administered at the State Leadership Conference based on previously written COMPETENCIES and basic skills knowledge. Participants must furnish their own No. 2 pencils and erasers.

EQUIPMENT

Computers will be provided in accordance with local chapter site selection.

Participants must provide their own pens, pencils, dictionaries, and word division manuals; no other reference materials are to be brought to the event.

JUDGING

Objective tests will be machine graded. Ties will be broken based on the order in which the tests were returned. The test will constitute 15 percent of the final event score.

Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85 percent of the final event score.

AWARDS

A plaque is presented to the first place winner. Certificates are given to winners of second through fifth places.

PARTICIPATION AT NATIONAL

The participants winning first and second place in this event will represent the state chapter at the National Leadership Conference.